



COPS Worksheet

Problem-Solving Partnerships Report on Analysis

This report is the first in a series of four Progress Reports for Problem-Solving Partnerships grantees. This report focuses on the Analysis stage of your project, following the SARA (Scan, Analyze, Respond, Assess) model.

U.S. Department of Justice
Office of Community Oriented Policing Services
Thomas C. Frazier, Director

Problem-Solving Partnerships Report on Analysis

The following report will assist the COPS Office in assessing the administration of COPS grants and the implementation of community policing. If you have any questions about this report, please call your grant advisor or the U.S. Department of Justice Response Center at 1-800-421-6770.



U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, NW
Washington, DC 20530

Internet web site: <http://www.usdoj.gov/cops/>

Part I: Background

Grant Number:_____ ORI:_____ Date:_____

Agency Name:_____ State:_____

Contact Name:_____ Contact Phone:_____

Problem Addressed:

1. In the four weeks before you started this project, on average how many personnel hours per week were spent dealing with the targeted problem and related offenses?

- ☐ By sworn officers:_____ *(For example, number of hours responding to calls for service, taking reports, etc.)*
- ☐ By civilian personnel:_____ *(For example, number of hours taking reports, processing evidence, etc.)*
- ☐ Don't know

2. Approximately how many personnel hours were spent analyzing the targeted problem and related offenses in an average week during the analysis phase of this project?

- ☐ By sworn officers:_____
- ☐ By civilian personnel:_____

3. What sources of information has your department used to gather information relating to the targeted offense?

- ☐ Analyzed existing police data *(please specify type of data)*:_____
- ☐ Surveyed businesses/residents/neighborhoods
- ☐ Consulted social service providers
- ☐ Consulted other government agencies
- ☐ Interviewed victims
- ☐ Interviewed offenders
- ☐ Other *(please describe)*:_____

4. When does the problem most frequently occur?

On what days? _____

At what times? _____

Other (*please specify*): _____

5. Where does the problem most frequently occur?

☐ Residential areas:

☐ Owner-occupied single-unit dwellings

☐ Single-unit rental dwellings

☐ Owner-occupied multifamily dwellings

☐ Multifamily rental dwellings

☐ Abandoned dwellings

☐ Other (*please specify*): _____

Please provide any further detail you feel is necessary: _____

☐ Commercial areas:

☐ Hotels/motels

☐ Entertainment establishment (*please specify type, e.g., theaters, restaurants, bars/clubs*):

☐ Retail establishments/malls

☐ Convenience stores

☐ Liquor stores

☐ Industrial facilities

☐ Other (*please specify*): _____

☐ Public areas:

☐ Parks

☐ Schools

☐ Vacant lots

☐ Transit facilities (*please specify type, e.g., rest stops, bus stops, parking garages, airports*):

☐ Other public areas (*please specify*): _____

-
6. What percentage of calls for service relating to the target problem come from the target area?

7. What percentage of reported incidents relating to the target problem come from the target area?

8. What percentage of known incidents of the target problem are at repeat locations?

9. What percentage of known incidents of the target problem involve repeat victims?

10. What percentage of known incidents of the target problem involve known or suspected repeat offenders?

11. What demographic similarities have been found:
Among victims?

Among offenders?
12. What is the average weekly monetary reward to offenders from the commission of the targeted offense?
_____ ☐ Don't know ☐ Not applicable
13. What, if any, significant obstacles have you encountered in collecting or analyzing information?
- ☐ Difficulty in obtaining data
 - ☐ Difficulty in organizing existing data
 - ☐ Officer resistance to problem-solving tactics
 - ☐ Lack of support from mid- and upper-level management
 - ☐ Public apathy
 - ☐ Public resistance
 - ☐ Conflict with partner
 - ☐ Political pressure/interference
 - ☐ Other (please specify): _____
- _____
- _____

14. Has your definition of the problem changed because of what you learned during the analysis phase?
If yes, please explain how.

15. Have you begun working with the project evaluator?

☐ Yes

☐ No

16. Have you collected base-line data for the project evaluation?

☐ Yes

☐ No

Part II: Partners

17. What is the primary partnership agency your department is working with? *(Please include type of organization, e.g., community group, nonprofit, for-profit, government agency, public at large.)*

18. How often do you have contact with your partner?

☐ Daily

☐ Weekly

☐ Monthly

☐ Other *(please specify)*: _____

19. What is the method of contact with your partner?

☐ Phone

☐ Project meetings

☐ Neighborhood/community meetings

☐ Other *(please specify)*: _____

20. What project activities has your partner been involved in during the analysis phase?

☐ Data collection

☐ Survey development

☐ Community meetings

☐ Offender/victim interviews

☐ Analysis of existing police data

☐ Other *(please specify)*: _____

21. What obstacles are you encountering (*if any*) in the development of this partnership?

- ☐ Communication
- ☐ Resources
- ☐ Personnel/staffing
- ☐ Time constraints
- ☐ Other (*please specify*):_____

22. Overall, how would you rate the relationship/interactions with your partner at this point in the project?

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Unsatisfactory/needs improvement
- ☐ Other (*please specify*):_____

23. What additional groups have you met or worked with on the specified problem, and how have the groups been involved? (*Please include the name of any groups and a brief description of what activities were engaged in*):

- ☐ Community groups:_____
- ☐ Nonprofit groups:_____
- ☐ For-profit groups:_____
- ☐ Government agencies:_____
- ☐ Public at large:_____
- ☐ Other (*please specify*):_____

Part III: Narrative

- 24. Please describe below the project to date, paying particular attention to the Victim, Crime Environment and Offender analysis questions posed in the initial application for funding. Refer to the information you provided in your original application. Specifically, what did you learn in relation to these questions, what tools were most instrumental in conducting your analysis, and how were grant-funded items used in conducting your analysis?**
- 25. Please describe below the activities of the partner and persons affiliated with the partner during the analysis phase of the project.**